

HIV

8 March 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

I. Courses

a. Office Management

The Seminar, scheduled from Tuesday to Friday, 13-16 March,

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[redacted] now has its quota of 14 secretaries. This is the last running to be given on an invitational basis. Attendance in the future will be handled according to OTR's regular enrollment procedures.

b. Practical Supervision for the OC Careerist

Ten students attended the fifth of seven scheduled runnings of this special course, held from Monday through Thursday, 26 February

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1 March, [redacted] The Training Officer of the Office of Communications has indicated that OC would now like one or two more runnings, in addition to the ones already scheduled, before the end of this fiscal year. We are now awaiting a formal request along with requirements that OC has for this course for FY 1974.

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c. Air Familiarization

A special one-week course was given the week of 25 February

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[redacted] for 17 Security Officers. This is

the first Air Familiarization course handled by [redacted] since the Division  
assumed responsibility for the program.



c. Midcareer Course

On Friday, 28 February, the class completed the segment of instruction on information science which was 3 1/2 days this time as opposed to five days in the previous running of the course. Most of the students rated the instruction as "Good" or "Excellent."

d. Videocassette Program in Reading Effectiveness

During April, OTR will be experimenting with a new videocassette instructional program in Reading Effectiveness. Approximately 24 professional and clerical personnel are being selected to take this eight-hour program which, together with accompanying TV player/monitor equipment, is being rented from the producer, Time-Life, Inc. Several OTR representatives were impressed with this program

when they reviewed it recently at USIA where it has been employed for several months. Advantages claimed for it, over the course currently offered by OTR, include less time to accomplish given reading and comprehension rates (8 hours vs. the present 20-hour course), flexibility of location and scheduling, and elimination of the need for an instructor to work directly with the class. Once the group completes the program, it will be evaluated to determine the feasibility of purchasing it to supplement, or possibly even replace, our present Reading Improvement Course, now conducted under contract with the U. S. Department of Agriculture Graduate School.

2. Notes

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In response to a request from the Records Management Officer, Operations Directorate, [redacted] of the Support School is preparing a package of unclassified, non-CIA material on records management. The material, which is to cover all aspects of records management is to be used by FE Division to fulfill an operational requirement.... [redacted]  
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will attend a conference on "EEO Policy Controversies" being sponsored by the National Civil Service League, 15-16 March, in Atlanta. The conference will discuss problems and some possible approaches to EEO within the government.... The latest revisions for the OTR Catalogue were sent to Printing Services Division on 1 March. This revision involve

about ten pages and includes a revised list of courses and descriptions of courses that are new since the Catalogue was published back in November. We estimate about two weeks for publication and distribution.

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[REDACTED] OL, is enrolled in the Basic System Design course being given by the Carrier Air Conditioning Company in Syracuse, 12 March - 29 April.... Mr. Andrew Marshall, Director of NSC's Net Assessment Group, will be the concluding speaker for the Applications of Information Science to Intelligence Functions Course on 30 March. His assistant, Captain George Pickett, has asked to attend selected lectures and exercises of the next running of this course (in late summer or early fall). Captain Pickett also wants to attend the 8-9 May session of our JCS/DIA Orientation if he can fit it into his schedule. He plans to let us know some time in

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**3. Briefings**

During the evening of Wednesday, 20 February, in the Headquarters Auditorium, a program on CIA was presented to 250 high school seniors from across the nation who are enrolled in the Fifth Annual Classroom for Young Americans. This was the second of six such groups (scheduled for six consecutive weeks) making up this year's Classroom. (Each group spends a week in Washington to become familiar with the government and its operation.) The Agency's program consists of a showing of the film "A Need to Know" followed by [redacted] briefing on CIA, and a question-and-answer period. According to the CIA Personnel Officer assigned to the Classroom, last week's group evaluated the Agency program as the high point of the week's presentations which included sessions with General Abrams, former Chief Justice Tom Clark, representatives from Newsweek Magazine, and various congressmen.

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**4. Guest Speakers**

Attached is a list of high-level guest speakers for the week beginning 11 March.



*for* HUGH T. CUNNINGHAM  
Director of Training

Att

25X1A

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Wednesday, 14 March, Cont.

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Senior Seminar

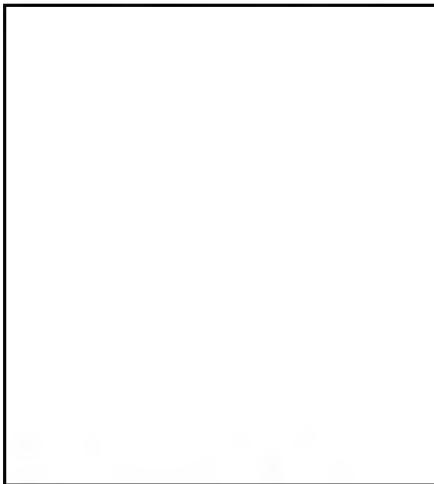
C of C, Rm. 10  
1900 - 2100

Hugh T. Cunningham  
DTR

Advanced Intelligence  
Seminar

[REDACTED] 25X1  
1500 - 1630

25X1



Advanced Intelligence  
Seminar

[REDACTED] 25X1  
1900 - 2100

Intelligence In  
World Affairs

C of C, Rm. 90  
0900 - 1030

Thursday, 15 March

Senior Seminar

C of C, Rm. 10  
1400 - 1600

William E. Colby  
Deputy Director for  
Operations

Advanced Intelligence  
Seminar

[REDACTED] 25X1A  
1900 - 2100

Harry C. Eisenbeiss  
D/CRS

Intelligence In  
World Affairs

Hqs., Rm. 1E-7  
0900 - 0930

Paul V. Walsh  
ADD/I

Agency Briefing  
for FSI Course  
"Intelligence and  
Foreign Policy"

Hqs., Rm. 1E-7  
1015 - 1110

Harry C. Eisenbeiss  
D/CRS

Briefing for FSI

Hqs., Rm. 1E-7  
1115 - 1215

Donald H. Steininger  
ADD/S&T

Briefing for FSI

Hqs., Rm. 1E-7  
1330 - 1430

Robert S. Wattles  
ADD/S

Briefing for FSI

Hqs., Rm. 1E-7  
1440 - 1530

Ramsey Forbush  
DD/ONE

Briefing for FSI

Hqs., Rm. 1E-7  
1540 - 1630

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Friday, 16 March

Willard O. Foster, Jr.  
Acting Chief, Community  
Assistance Branch, National  
Institute on Alcoholic Abuse  
and Alcoholism, National  
Institute of Mental Health

Senior Seminar

C of C, Rm. 10  
1000 - 1200

Ambassador  
Robert Komer  
RAND Corporation

Advanced Intelligence  
Seminar

25X1A  
1200

Andrew W. Marshall  
Director, Net Assessment  
Group, National Security  
Council

Advanced Intelligence  
Seminar

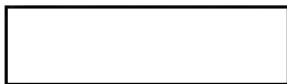
1530

Robert S. Wattles  
ADD/S

Office Management

1145

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Agency Briefing  
for FSI Course  
"Intelligence and  
Foreign Policy"

Hqs., Rm. 1E-7  
0915 - 1005

25X1



Briefing for FSI

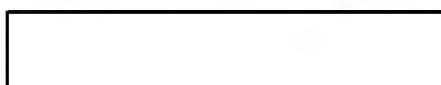
Hqs., Rm. 1E-7  
1025 - 1115

Rob Roy Ratliff  
Member, National  
Security Council Staff

Briefing for FSI

Hqs., Rm. 1E-7  
1125 - 1215

25X1A



Briefing for FSI

Hqs., Rm. 1E-7  
1215 - 1405

25X1A



Briefing for FSI

Hqs., Rm. 1E-7  
1525 - 1630

25X1A

Note: Members of the National Senior Intelligence Course, Defense  
Intelligence School, will visit Headquarters on 13 March, between  
0800-1540, in room 1E-78. They will be briefed by  

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  and will tour CRS, FMSAC, and the CIA Operations Center.

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